



CITY OF SUGAR LAND
RESIDENTIAL BUILDING
PERMIT APPLICATION

FOR OFFICE USE ONLY

Application #: _____

Date Entered: _____

PROJECT ADDRESS: _____

PROJECT NAME: _____ **SUBDIVISION:** _____

TYPE OF PERMIT:

<input type="checkbox"/> New Residential	<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Residential Addition
<input type="checkbox"/> Siding	<input type="checkbox"/> Fencing	<input type="checkbox"/> Flatwork <input type="checkbox"/> Moving
<input type="checkbox"/> Demolition	<input type="checkbox"/> Pool	<input type="checkbox"/> Piers <input type="checkbox"/> Foundation

PROPOSED USE: _____ **SQUARE FOOTAGE:** _____ **VALUATION: \$** _____

Contractor	Street Address	City	State	Zip Code	Phone	EMAIL
Owner	Street Address	City	State	Zip Code	Phone	EMAIL
Engineer/Architect/Designer	Street Address	City	State	Zip Code	Phone	EMAIL

Separate permits are required for electrical, plumbing, heating, ventilating and air conditioning. This permit becomes null or void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

****THE FOLLOWING CONTACT INFORMATION MUST BE FILLED OUT****

Signature Of Owner or Authorized Agent	Date	Printed Name	Company
Street Address	City	State	Zip Code
Phone	Fax	Cell	Email

3 FULL SETS OF PLANS ARE REQUIRED UPON SUBMITTAL

Plan Check Fee (Due at time of submittal):\$ _____

Building Permit Fee: \$ _____

PROJECT DATA SHEET

PROJECT
ADDRESS: _____

PROJECT NAME:
SUBDIVISION: _____

NOTES:

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PERMIT FEE: \$ _____ PLAN CHECK FEE: \$ _____ DEMO FEE: \$ _____

TOTAL FEE: \$ _____

PLAN REVIEWED BY: _____

APPROVED FOR ISSUANCE BY: _____



Insurance Requirements

Sugar Land Development Code

Chapter 7

Article II. Buildings

Section 7-16. Code Amendments

105.8. *Insurance Required.* As a condition to the issuance of the permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.

The Certificate Holder Box Must Read:

Certificate Holder Box
City of Sugar Land Attn: Development Services/Permits P.O. Box 110 Sugar Land, TX 77487-0110

Proof of insurance can be faxed to (281) 275-2271.



EFFECTIVE AUGUST 1, 2003

PLAN-CHECKING FEES WILL BE REQUIRED
AT THE TIME OF SUBMITTING PLANS
AND SPECIFICATIONS FOR CHECKING

RECOMMENDED SCHEDULE OF PERMIT FEES

***PERMIT FEES**

Total Valuation	Fee
\$1 to \$50,000-----	\$15 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 to \$100,000-----	\$260 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000 to \$500,000-----	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000 and up-----	\$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.

***PLAN-CHECKING FEES**

When the valuation of the proposed construction exceeds \$1,000 and a plan is required to be submitted, **a plan-checking fee shall be paid to the building official at the time of submitting plans and specifications for checking.** Said plan-checking fee shall be equal to one-half of the building permit fee. Such plan-checking fee is in addition to the building permit fee. **2003 International Building Code© - Section 108**

Three full sets of plans, including site plan, are required at the time of submittal.

2003 International Building Code www.iccsafe.org

2005 National Electrical Code www.nfpa.org

Thank you,
Development Services Management



DEVELOPMENT SERVICES

2003 INTERNATIONAL ENERGY CONSERVATION CODE **Compliance Procedures**

Plan Review Requirements

The City of Sugar Land shall require any persons requesting a Building Permit for new construction or a remodel/addition of a structure to submit proof of compliance with the 2003 International Energy Conservation Code.

Approved Method:

RES check Residential Energy Code Compliance Software

1. Provide a RES check Compliance Report and a RES check Inspection Checklist. (RES check software is available free of charge thru the US Department of Energy by calling 1-800-270-CODE) www.energycodes.gov
2. Include with the above information three complete sets of construction drawings. (Include with the drawings)
 - a. A door schedule detailing the Gross Area, U-Factor and the type of each individual door located in the building envelope.
 - b. A window schedule detailing the Gross Area, U-Factor and the type of each individual window located in the building envelope. Note: (The area-weighted average Solar Heat Gain Coefficient (SHGC) of all glazing cannot exceed 0.4)
 - c. A detail identifying the R-Value of the insulation to be installed in the walls and at the ceiling located in the building envelope.

The provisions of this document are not intended to prevent an alternative method of compliance provided the Building Official finds that the proposed method is satisfactory and complies with the intent of the provisions of the 2003 International Energy Conservation Code.

Please feel free to contact our office if you have any questions regarding the above information at (281) 275-2270.